

**CITY OF LATHROP**  
**BUDGET MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under direction of the Finance Director, performs highly responsible administrative work related to the preparation and analyses of City-wide operating and capital improvement budgets; performs highly advanced and complex analytical work on a wide array of projects and programs; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This class is responsible for performing complex and difficult analytical work. The major emphasis of the work relates to coordinating the preparation and administration of Citywide budgets, including developing revenue projections. The incumbent has considerable latitude for the exercise of independent judgment, particularly when representing the City in meetings with department heads, boards and commissions and representatives of other agencies. This classification is distinguished from the next higher classification of Accounting Manager in that the latter is responsible for the more complex and difficult duties within the Department and has direct supervisory responsibilities.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Finance Director.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes and coordinates the annual development process for Citywide operating and capital improvement budgets; compiles data based on statistical studies of trend analysis; estimates revenue, expenditures and reserves; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; receives, interprets, analyzes and summarizes budget requests
- Reviews departmental budget submissions; evaluates such requests and recommends approval or modifications; provides information, analysis and financial policy consultation services for departments related to budget preparation activities and other fiscal issues.
- Confers with operating department staff regarding budget proposals, revenue projections, budget administration and related administrative matters; provides advice and counsel to department heads regarding the budgetary process and limitations.
- Makes revenue projections; analyzes and evaluates permit, service and similar City fees; recommends fees and charges for City services.

- Assists in the administration of the annual budgets, reviewing department expenditures and ensuring that appropriate controls are maintained; recommends mid-year adjustments and approaches to balancing budgets.
- Investigates methods of funding capital improvement projects and coordinates the development of an annual capital improvement program.
- Plans, assigns, directs, reviews and evaluates the work of professional, technical and office support staff; trains staff in work procedures.
- Plans, organizes and conducts varied and complex administrative and operational studies as assigned; provides technical assistance to others; coordinates assigned activities with other City Departments, divisions and sections, and with other employees within the Finance Department..
- Maintains or directs the maintenance of appropriate records.
- Coordinates the production and distribution of the final budget documents.
- Prepares technical reports, correspondence and other written materials; prepares or directs the preparation of graphic materials for City Council and similar budget presentations.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag and push files, paper and documents weighing up to 25 pounds is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Budget Manager. A typical combination is:

**Experience:** Five years of increasingly responsible professional work experience in financial management operations.

**Education:** A Bachelor's Degree in accounting, finance, business administration, economics, public administration, or related field is required; CGFM (Certified Government Financial Manager) is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

**Knowledge of:**

Modern principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public personnel administration, budget development and implementation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Analyze financial, budgetary, administrative, operational and organizational problems; consult effectively with management, staff and the public; develop, coordinate and administer assigned work programs and grants; identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

- Analyze complex and sensitive budgetary and revenue projection problems, evaluate alternatives and reach sound conclusions;
- Conduct general administrative and operational studies;
- Collect, evaluate and interpret varied information and data, either in statistical or narrative form;
- Interpret and apply laws, regulations, policies and procedures;
- Plan, direct and review the work of others;
- Prepare clear, concise and complete reports and other written materials;
- Maintaining accurate records and files;
- Coordinate multiple projects and meet critical deadlines;
- Exercise sound independent judgment within established guidelines;
- Establish and maintain effective working relationships with City staff, members of boards and commissions and representatives of other agencies.